

President of Tumwater Soccer Club:

The President is overall responsible for all activities of TSC. Per week expect to answer several emails and phone calls.

Expected commitment:

- Estimate of 5 hours per week towards all tasks
- Attend monthly TSC board meetings
- Attend all TCYSA board meetings
- Work all days for the KITG tournament

The bylaws for this position are below:

- A. Coordinate and supervise all activities of TSC and preside over all Executive Board meetings.*
- B. Develop an agenda for every Executive Board meeting.*
- C. Represent the Tumwater Soccer Club at TCYSA and Washington Youth Soccer meetings.*
- D. Represent TSC in a liaison capacity in all matters related to public relations.*
- E. Appoint chairpersons of all committees.*
- F. Appoint people to fill vacant officer positions contingent on majority approval by the Executive Board.*
- G. Sign orders on the treasury.*
- H. Prepare and present the annual fiscal budget for the Tumwater Soccer Club with the help of the TSC Treasurer and Finance Committee*

First Vice President:

The 1st VP helps each board position to complete tasks as needed. Expect to be part of discussions on all topics, answer emails, and take phone calls.

Expected commitment:

- Estimate of 1-2 hours per week towards all tasks
- Attend all monthly TSC board meetings
- Be available to attend TCYSA board meetings (or fill in if the President cannot make it)
- Work all days for the KITG tournament

Bylaws for this position are below:

- A. Assume the President's duties in his/her absence.*
- B. Assist the President as needed.*
- C. Supervise the activities of the second vice presidents of TSC.*
- D. Sign orders on the treasury in the absence of the President.*

Second Vice President of Administration:

This position works heavily with Capital Soccer Fields and is the Chaired member on the auditing committee. This position also organizes the scholarship program for TSC.

Expected commitment:

- Estimate of 1-2 hours per week
- Attend all monthly TSC board meetings
- Attend all Capital Soccer Field board meetings
- Organize and run the auditing committee once a year
- Organize and run the scholarship program
- Work all days for the KITG tournament

Bylaws for this position are below:

- A. *Chair the Auditing Committee.*
- B. *Coordinate and performs special projects.*
- C. *Administers the Annual Scholarship Program*
- D. *Represents TSC with the Capital Soccer Fields Board of Directors*

Second Vice President of Property:

This position manages all TSC property including inventory, replacing gear, lining soccer fields, and management of borrowed soccer equipment for coaches.

Expected Commitment:

- Estimate of 2-4 hours per week (depending on lining needs of fields)
- Attend all monthly TSC board meetings
- Work with coaches on scheduling pick up/return of soccer gear

Bylaws for this position are below:

- A. Allocate, check out, track, and check-in uniforms, equipment, and other items provided to teams.*
- B. Recommend equipment purchases needed to conduct the activities of TSC.*
- C. Coordinate the marking and maintenance of fields used by TSC teams for practices and games.*
- D. Manage storage facilities and all TSC owned items not checked out to teams.*
- E. Report on equipment owned by TSC.*

Second Vice President of Fields

**Note:* This position is up for vote to combine with the Registrar position, Club Manager. See last position for details on Club Manager.

Bylaws below are how they stand currently:

- A. Coordinate with the School District, Parks Department, and Capital Soccer Fields to reserve fields for TSC club practices and games.*
- B. Assign fields to TSC teams for practices.*
- C. Coordinate with TCYSA for assignment of fields for TSC home games.*
- D. Actively manage field reservations during each season to optimize field usage and rental charges.*
- E. Assist in the marking and maintenance of fields used by TSC teams for practices and games.*

Director of Development and Competition

Expected commitment:

- Estimate of 2-4 hours per week to complete all related tasks
- Attend soccer games and soccer practices as needed
- Attend all monthly TSC board meeting

Bylaws for this position:

- A. *Organize and coordinate coaches' and players' training with TCYSA's director of development as well as review and promote any age/ability appropriate coaching education promoted by WYS.*
- B. *Plan, prepare, and coordinate with the club registrar and club president for the preseason coaches meetings (3 per year, spring summer & fall) and be present at all three.*
- C. *At each coach's meeting, cover specific topics for coaches to be ready for the upcoming season:*
 - I. *Remind coaches of their positions as the leader of the team and sideline management*
 - II. *Provide instruction on how to coordinate parent meeting, establish a chain of communication, and establish an acceptable social media policy*
 - III. *Remind coaches of the responsibility needed to manage their sideline behavior during games*
 - IV. *Provide insight to help coaches deal with any possible rule changes from TCYSA, WYS, or US Youth Soccer*
 - V. *Review the TSC and WYS coach's code of conduct*
 - VI. *Review Risk Management and Safe Sports policies and procedures*
 - VII. *Review TCYSA "Zero-Tolerance" policy toward treatment of referee and opponents*
- D. *Be available to meet any coach at their practice or game to offer support and guidance for any soccer issue (on or off the field) that needs to be addressed.*
- E. *Be responsible for the Junior Soccer Program (JSP), 6-week spring session and 5-week fall session, and all that is involved in organizing and running the program:*
 - I. *Update curriculum with latest age appropriate training information from WYS and US Soccer*
 - II. *Coordinate with VP of Fields for JSP time and location reservations of fields*
 - III. *Coordinate with registrar to recruit parent volunteer coaches*
 - IV. *Coordinate with registrar to organize and schedule the volunteer coaches meeting prior to JSP starting*
 - V. *Train parent volunteer coaches*
 - VI. *Be responsible for all equipment assigned/allocated for JSP*
 - VII. *Be responsible for set up of all equipment at all JSP activates*
- F. *Acquire and manage coaching and training manuals, videos, and other training aids.*

Secretary:

This position is responsible for notetaking and time keeping at TSC board meetings.

Expected Commitment:

- Attend all monthly TSC board meetings
- Upload important notes to cloud server
- Attend KITG as needed by the KITG director

Bylaws are below:

- A. Record, prepare, and distribute minutes for all TSC meetings.*
- B. Maintain a record of all TSC correspondence issued under official TSC letterhead.*
- C. Provide notification of all Executive Board meetings.*
- D. Maintain TSC Bylaws, Rules and Regulations, and other documents.*

Treasurer:

This position manages all financial components of TSC and is the Chair member of the financial committee. As Chair, you will help determine our budget each year. Expect to work with financial software, answer emails, take phone calls, and arrange committee meetings.

Expected commitment:

- Estimate of 2-4 hours per week to handle all related tasks
- Attend all monthly TSC board meetings
- Manage the financial committee
- Attend and help at the KITG tournament as needed

Bylaws are below:

- A. Deposit all monies into a chartered bank account in the name of the Tumwater Soccer Club.*
- B. Keep financial records of all monetary transactions, including incoming and outgoing funds.*
- C. Maintain a checking account with signature authority for the President, First Vice President, KITG Tournament Director, and Second Vice President of Administration.*
- D. Report TSC financial status at each Executive Board meeting.*
- E. Assist on audits of TSC records.*

Registrar:

**Note:* This position is up for vote to combine with the 2nd VP of fields, Club Manager. See last position for details on Club Manager.

Bylaws below are how they stand currently:

- A. Register and maintain records of teams, players, and coaches as per the guidelines established by TSC and TCYSA.*
- B. Coordinate registration activities with TCYSA and Washington Youth Soccer as required.*
- C. Maintain record of Risk Management status for all registered volunteers as required by TCYSA and Washington Youth Soccer. This includes all Board Members, Coaches, Assistant Coaches, Managers, or any other individual over 18 years old who has or may have routine direct or indirect contact or influence on a youth player.*
- D. Register all participating teams in TSC sponsored tournaments and events.*

Kick in The Grass Tournament (KITG) Director:

This position manages our yearly soccer tournament (longest running tournament in WA State). Expect year-round meetings, emails, calls, etc. to coordinate this event. Manage all aspects of the tournament (vendors, scheduling, marketing, setup/tear down, volunteers, tournament budget). All TSC board members are available to help the KITG director as needed. This tournament is TSC's biggest fundraiser and keeps TSC costs low for all players. This position is also the Chair member of the KITG committee.

Expected Commitment:

- Estimate of 2-4 hours per week (more hours as the tournament get closer)
 - Working heavily the week before KITG
- Attend all monthly TSC board meetings
- Arrange and manage the KITG committee

Bylaws are below

- A. *Organize and coordinate all aspects of the annual Kick-in-the-Grass Tournament sponsored by TSC.*
- B. *Sign orders on the treasury in the absence of the President.*

New Proposed Position: Club manager

The club manager position will be a combination of the 2nd Vice President of Fields and Registrar. This is a key position within Tumwater Soccer Club. This position will handle all fields, practice schedules, coaches RMA's, and player registration. Expect to handle several calls per week along with emails. Finally, this position is given a stipend to offset the time spent with all tasks.

Expected Commitment:

- Estimate of 4-6 hours per week
- Attend all monthly TSC board meetings
- Attend all TCYSA per season and post season meetings
- Attend and help with JSP

Work all days for the KITG tournament

Proposed bylaws for this position:

- A. Serve as the Club registrar. This includes maintaining records of teams, players, and coaches as per the guidelines established by TSC and TCYSA.*
- B. Coordinate registration activities with TCYSA and Washington Youth Soccer as required.*
- C. Maintain record of Risk Management status for all registered volunteers as required by TCYSA and Washington Youth Soccer. Including all Board Members, Coaches, Assistant Coaches, Manager, or any other individual over 18 years' old who has or may have routine direct or indirect contact or influence on a youth player.*
- D. Register all participating teams in TSC sponsored tournaments and events.*
- E. Coordinate with the School District, Parks Department, and Capital Soccer Fields to reserve fields to be used by TSC teams for practices and games.*
- F. Assign fields to TSC teams for practices.*
- G. Coordinate with TCYSA for assignment of fields for TSC home games.*
- H. Actively manage field reservations during each season to optimize field usage and rental charges.*
- I. Assist in the marking and maintenance of fields used by TSC teams for practices and games.*
- J. Attend all TCYSA meeting*
- K. Responsible for the Club communications including telephone, email and website. All inquiries will be answered, if possible, or forwarded to the appropriate members of the Club.*